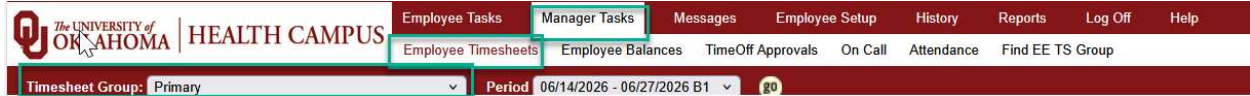


TAL Timesheet Management Guide For Payroll Coordinators

Navigating to Dashboards

Primary Timesheet Group

Manager Tasks > Employee Timesheets > Primary > Go!





- Displays timesheets for employees you directly supervise or are the primary Payroll Coordinator for.

Backup Timesheet Group

Manager Tasks > Employee Timesheets > Backup > Go!



- Displays timesheets for employees you support as a delegate supervisor or payroll coordinator so you can review timesheet data in the absence of the primary supervisor or coordinator.

Completion		Timesheet Statistics						Approval																			
Not Completed 33.3%		Total Timesheets 3						Not Approved 33.3%																			
		Completed 66.7%							Approved 66.7%																		
		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Approved</td><td>2</td><td>Not Approved</td><td>1</td><td>Completed</td><td>2</td></tr> <tr> <td>Not Completed</td><td>1</td><td>Validation Errors</td><td>0</td><td>Validation Warnings</td><td>1</td></tr> <tr> <td>Notes</td><td>1</td><td>Addl Hours</td><td>0</td><td>Attachments</td><td>1</td></tr> </table>						Approved	2	Not Approved	1	Completed	2	Not Completed	1	Validation Errors	0	Validation Warnings	1	Notes	1	Addl Hours	0	Attachments	1		
Approved	2	Not Approved	1	Completed	2																						
Not Completed	1	Validation Errors	0	Validation Warnings	1																						
Notes	1	Addl Hours	0	Attachments	1																						

[<< Previous Page] Page 1 of 1 [Next Page >>]

Filter: All

Hours Summary for 05/31/2026 - 06/13/2026 - B1											
Timesheet Group	Employee Name	Regular	Exception	Total Hours	Addl Hours	Complete	Notes	Attachments	# Messages	Approved	Action
ADM304 Full Access	NonExempt/Hourly/B1	80.00		80.00		✓				✓	<input type="checkbox"/> UnApprove
ADM304 Full Access	NonExempt/Hourly/B1	79.50	1.00	80.50				✓	1		<input type="checkbox"/> Approve
ADM304 Full Access	Exempt/Salary/B1		8.00	8.00		✓	✓			✓	<input type="checkbox"/> UnApprove

Press the button to the right to approve/unapprove all checked items

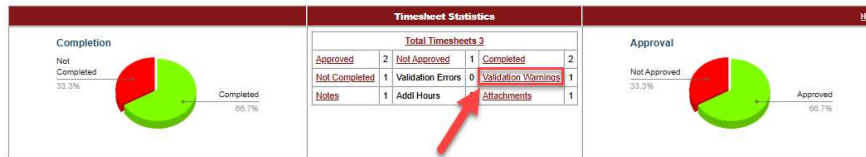
[TOP](#)

TAL Timesheet Management Guide For Payroll Coordinators

Managing Validation Errors & Warnings Throughout the Pay Period

Accessing Errors/Warnings

- If there are **Validation Errors** or **Validation Warnings**, there will be a red link on the dashboard. When you click the link, it will display the employees that have errors.



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Filter: All

Hours Summary for 05/31/2026 - 06/13/2026 - B1

Timesheet Group	Employee Name	Regular	Exception	Total Hours	Addl Hours	Complete	Notes	Attachments	# Messages	Approved	Action
ADM304: Full Access	NonExemptHourly/B1	80.00		80.00		✓				✓	<input type="checkbox"/> UnApprove
ADM304: Full Access	NonExemptHourly/B1	79.50	1.00	80.50				✓	1		<input type="checkbox"/> Approve
ADM304: Full Access	Exempt/Salary/B1		8.00	8.00		✓	✓			✓	<input type="checkbox"/> UnApprove

Press the button to the right to approve/unapprove all checked items

[TOP](#)

Validation Differences

- **Validation Errors**
 - **Must be corrected** before timesheets can be locked
- **Validation Warnings**
 - Should be reviewed, but can remain if confirmed as accurate

Correcting Warnings and/or Errors:

1. Click into the employees timesheet and locate the error indicator and hours reflected in red on the affected day of the employees timesheet:

[Show Pay Period Details](#)

Timesheet Summary																	Hide
Hours	Sun 06/14	Mon 06/15	Tue 06/16	Wed 06/17	Thu 06/18	Fri 06/19	Sat 06/20	Week Total	Sun 06/21	Mon 06/22	Tue 06/23	Wed 06/24	Thu 06/25	Fri 06/26	Sat 06/27	Week Total	Total
Worked		3.50	4.50					8.00								0.00	8.00
Exceptions						8.00		8.00								0.00	8.00
Totals:	0.00	3.50	4.50	0.00	0.00	8.00	0.00	16.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16.00
Comp. Time Election																	
Comp	0%	0%	0%	0%	0%	0%	0%		0%	0%	0%	0%	0%	0%	0%		
Paid Summary																	
Regular		3.50	4.50					8.00								0.00	8.00
Holiday Pay						8.00		8.00								0.00	8.00

TAL Timesheet Management Guide For Payroll Coordinators

- Click the day to review and verify the data (warnings) or correct the issue (required for errors). You can see on this **Warning** example the hours are more than 8 for the day. The explanation of the warning appears at the bottom of the page in red font.

This shift warning could be correct if the employee works more than 8 hours a day.

If so, disregard and move on. If not, then the employee overestimated the leave time necessary for the day. Adjust the leave to account for the actual time needed.

Show Pay Period Details

Timesheet Summary																Hide	
Hours	Sun 04/05	Mon 04/06	Tue 04/07	Wed 04/08	Thu 04/09	Fri 04/10	Sat 04/11	Week Total	Sun 04/12	Mon 04/13	Tue 04/14	Wed 04/15	Thu 04/16	Fri 04/17	Sat 04/18	Week Total	Total
Worked		8.00	4.50					12.50								0.00	12.50
Exceptions			3.75													0.00	3.75
Totals:	0.00	8.00	8.25	0.00	0.00	0.00	0.00	16.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16.25

Comp. Time Election																	
Comp	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%		

Paid Summary																	
Regular		8.00	4.50					12.50								0.00	12.50
Paid Leave			3.75					3.75								0.00	3.75

Tuesday 04/07/26									
Scheduled Shift					Actual Time Clock Hours				
shift	in	out	meal	duration	Location In/Out		in	out	duration
					157.142.237.134/157.142.237.134		8:05AM (DT)	11:34AM (DT)	3:50
					157.142.237.134/157.142.237.134		12:20PM (DT)	1:16PM (DT)	1:00

Worked Hours on Tuesday 04/07/26						Hide Exceptions	
Time In/Out	Overnight	Hours	Minutes	Hours Type	Message	Delete	
Time In: 8:00 A.M. v Time Out: 11:30 A.M. v	<input type="checkbox"/>	3	30	< Select Hours Type > v		<input type="checkbox"/>	
Time In: 12:15 P.M. v Time Out: 1:15 P.M. v	<input type="checkbox"/>	1	00	< Select Hours Type > v		<input type="checkbox"/>	
Time In: v v v Time Out: v v v	<input type="checkbox"/>	0	00	< Select Hours Type > v			
Time In: v v v Time Out: v v v	<input type="checkbox"/>	0	00	< Select Hours Type > v			
Time In: v v v Time Out: v v v	<input type="checkbox"/>	0	00	< Select Hours Type > v			
Time In: v v v Time Out: v v v	<input type="checkbox"/>	0	00	< Select Hours Type > v			
Total:						4	30
Press the button to the right to delete checked items							Delete

Please Enter Exception Hours Taken, If Any:

Exception Time Tuesday 04/07/26					
Hours	Minutes	Hours Type	Message	Delete	
03 v	45 v	Leave Taken Scheduled v	C	<input type="checkbox"/>	
v	v	<Select Type> v			
v	v	<Select Type> v			
v	v	<Select Type> v			
v	v	<Select Type> v			
Press the button to the right to delete checked items					
Delete					
Message Descriptions					
C - Worked & Paid Leave > Shift (Warning)					

TAL Timesheet Management Guide For Payroll Coordinators

- Once corrected, the error indicator on the timesheet disappears and hours return to black

[Show Pay Period Details](#)

Timesheet Summary																	Hide
Hours	Sun 04/05	Mon 04/06	Tue 04/07	Wed 04/08	Thu 04/09	Fri 04/10	Sat 04/11	Week Total	Sun 04/12	Mon 04/13	Tue 04/14	Wed 04/15	Thu 04/16	Fri 04/17	Sat 04/18	Week Total	Total
Worked		8.00	4.50					12.50								0.00	12.50
Exceptions			3.50					3.50								0.00	3.50
Totals:	0.00	8.00	8.00	0.00	0.00	0.00	0.00	16.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16.00

Comp. Time Election																	
Comp	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Paid Summary																	
Regular		8.00	4.50					12.50								0.00	12.50
Paid Leave			3.50					3.50								0.00	3.50

Tuesday 04/07/26									
Scheduled Shift					Actual Time Clock Hours				
shift	in	out	meal	duration	Location In/Out		in	out	duration
					157.142.237.134/157.142.237.134		8:05AM (DT)	11:34AM (DT)	3.50
					157.142.237.134/157.142.237.134		12:20PM (DT)	1:16PM (DT)	1.00

Worked Hours on Tuesday 04/07/26							Hide Exceptions		
Time In/Out	Overnight	Hours	Minutes	Hours Type	Message	Delete			
Time In: 8:00 A.M. Time Out: 11:30 A.M.	<input type="checkbox"/>	3	30	< Select Hours Type >		<input type="checkbox"/>			
Time In: 12:15 P.M. Time Out: 1:15 P.M.	<input type="checkbox"/>	1	00	< Select Hours Type >		<input type="checkbox"/>			
Time In: Time Out:	<input type="checkbox"/>	0	00	< Select Hours Type >		<input type="checkbox"/>			
Time In: Time Out:	<input type="checkbox"/>	0	00	< Select Hours Type >		<input type="checkbox"/>			
Time In: Time Out:	<input type="checkbox"/>	0	00	< Select Hours Type >		<input type="checkbox"/>			
Time In: Time Out:	<input type="checkbox"/>	0	00	< Select Hours Type >		<input type="checkbox"/>			
Total:		4	30	Press the button to the right to delete checked items			<input type="button" value="Delete"/>		

Please Enter Exception Hours Taken, If Any:

Exception Time Tuesday 04/07/26					
Hours	Minutes	Hours Type	Message	Delete	
03	30	Leave Taken Scheduled		<input type="checkbox"/>	
		<Select Type>		<input type="checkbox"/>	
		<Select Type>		<input type="checkbox"/>	
		<Select Type>		<input type="checkbox"/>	
		<Select Type>		<input type="checkbox"/>	
Press the button to the right to delete checked items				<input type="button" value="Delete"/>	

Additional Resource:

For a spreadsheet view of errors/warnings, use the [Job Aid – Validation Timesheet Report](#)

TAL Timesheet Management Guide For Payroll Coordinators

Reviewing Timesheets at the End of the Period

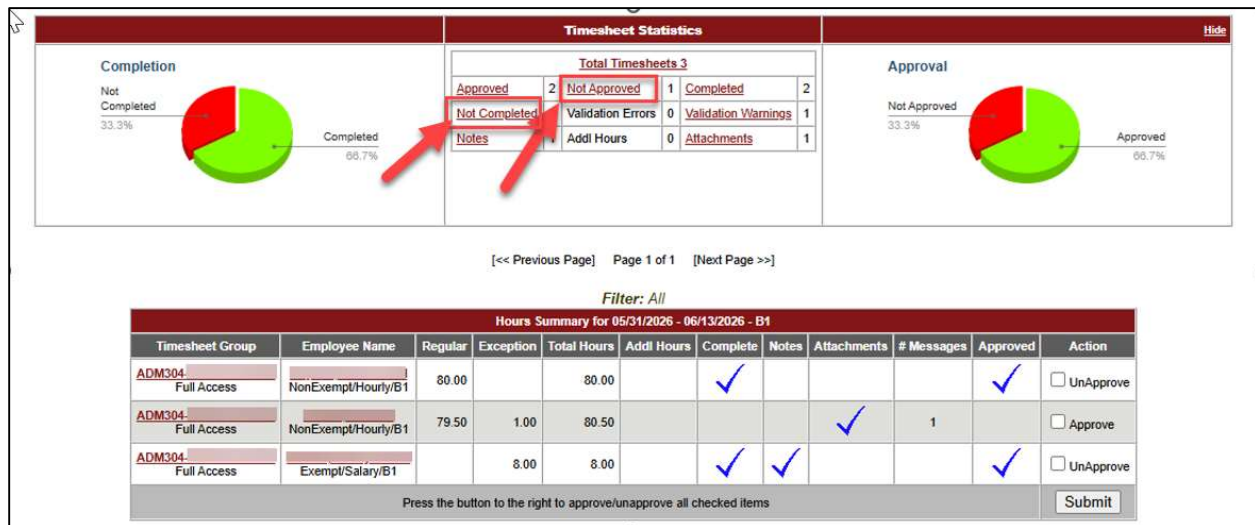
Not Completed

- If the link is red, then there are timesheets not completed by the employee. The number on the right shows the total number of uncompleted timesheets.

Not Approved

- If the link is red, then there are timesheets not approved by the supervisors. The number on the right shows the total number of unapproved timesheets.

Action: Click the links for the “Not Completed” and “Not Approved” to view the list of employees who have timesheets that have not been completed or approved. Follow up with the individuals to ensure the timesheets are finalized before they are locked each pay period.



The screenshot displays the 'Timesheet Statistics' section with three pie charts and a central table. The 'Completion' chart shows 33.3% Not Completed and 66.7% Completed. The 'Approval' chart shows 33.3% Not Approved and 66.7% Approved. The central table, titled 'Total Timesheets 3', contains the following data:

Approved	2	Not Approved	1	Completed	2
Not Completed	1	Validation Errors	0	Validation Warnings	1
Notes	1	Addl Hours	0	Attachments	1

Below the statistics is a table titled 'Hours Summary for 05/31/2026 - 06/13/2026 - B1' with the following columns: Timesheet Group, Employee Name, Regular, Exception, Total Hours, Addl Hours, Complete, Notes, Attachments, # Messages, Approved, and Action. The table contains three rows of data:

Timesheet Group	Employee Name	Regular	Exception	Total Hours	Addl Hours	Complete	Notes	Attachments	# Messages	Approved	Action
ADM304 Full Access	NonExempt/Hourly/B1	80.00		80.00		✓				✓	<input type="checkbox"/> UnApprove
ADM304 Full Access	NonExempt/Hourly/B1	79.50	1.00	80.50				✓	1		<input type="checkbox"/> Approve
ADM304 Full Access	Exempt/Salary/B1		8.00	8.00		✓	✓			✓	<input type="checkbox"/> UnApprove

At the bottom of the table, there is a 'Submit' button and a note: 'Press the button to the right to approve/unapprove all checked items'.

Enter, Approve, or Submit Prior Period Adjustments

Enter or Approve Adjustments in TAL

If prior periods need adjusting, you can adjust up to three prior periods. All Adjustments in TAL, require an approval. Both Supervisors and Coordinators can enter and approve adjustments.

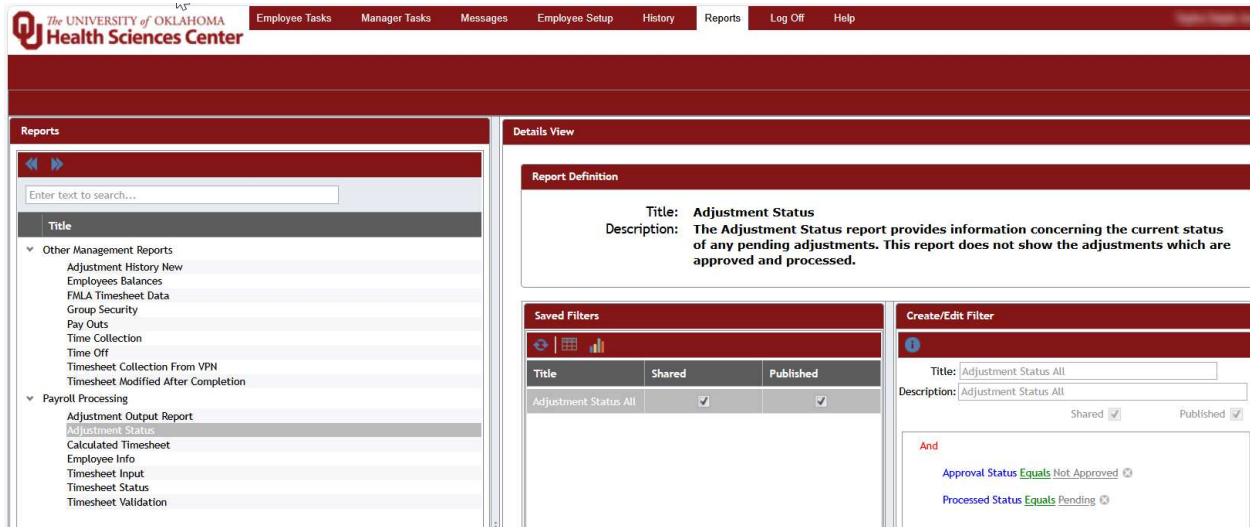
Use the [TAL Supervisor Manual](#) for instructions on Prior Period Adjustments.

For periods more than three periods in history, submit a [TAL Adjustment Form](#) to payroll-services@ouhsc.edu.

TAL Timesheet Management Guide For Payroll Coordinators

Verify Adjustments are Approved

Run Adjustment Status Report in TAL with “not approved” and “pending” selected.



The screenshot shows the TAL system interface. At the top, there is a navigation bar with the University of Oklahoma logo and the Health Sciences Center name. Below this, there are tabs for Employee Tasks, Manager Tasks, Messages, Employee Setup, History, Reports, Log Off, and Help. The main content area is divided into two panels: Reports and Details View.

Reports Panel: A search bar is at the top. Below it is a list of reports under two categories: Other Management Reports and Payroll Processing. The 'Adjustment Status' report is highlighted under Payroll Processing.

Details View Panel: This panel shows the configuration for the 'Adjustment Status' report.

- Report Definition:**
 - Title: Adjustment Status
 - Description: The Adjustment Status report provides information concerning the current status of any pending adjustments. This report does not show the adjustments which are approved and processed.
- Saved Filters:** A table showing the filter configuration for 'Adjustment Status All'.

Title	Shared	Published
Adjustment Status All	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
- Create/Edit Filter:** A form for configuring the filter.
 - Title: Adjustment Status All
 - Description: Adjustment Status All
 - Shared:
 - Published:
 - And:
 - Approval Status Equals Not Approved
 - Processed Status Equals Pending

Action:

- If this report is blank, no action is necessary.
- Pending Approvals – see the [TAL Supervisor Manual](#) for detail instructions:
 - Delete any adjustments started in error.
 - Approve any pending adjustments that are correct and ready for approval